



# Sample Cover Letter

April 2, 2007

Jessica E. Jobless  
123 Smithville  
Havre, MT 59501  
(406) 262-1234

Sam H. Job  
Owner  
Sam's Accounting  
12 First Street  
Havre, MT 59501

Dear Mr. Job:

I am interested in the position of accounts receivable clerk which you advertised the Havre Daily News.

The enclosed resume outlines my experiences and skills in accounts receivable and other bookkeeping areas. I am familiar with Sam's Accounting and the quality accounting you do.

Please call me at any time. My phone number is (406) 262-1234 and someone is at it most of the time. I will contact you again next week if I don't hear from you by then.

Sincerely,

(Your Handwritten Signature)

Jessica E. Jobless